



City of Austin - JOB DESCRIPTION



Administrative Manager

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10270	Salary Grade:	BA3
Approved:	October 24, 1997	Last Revised:	April 08, 2012

Purpose:

Responsible for supervising and managing the daily activities, operations, and personnel of a division in clerical and administrative support functions. A general managerial function that may include risk management, fiscal and materials management, management and program evaluation and provide technical and managerial support to functional divisions in the department.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- 1.Manages division activities to ensure effectiveness and efficiency. Identifies and analyzes trends; determines methodologies to implement change.
- 2.Develops and implements short and long range plans, programs, and personnel that provide clerical and administrative support.
- 3.Prepare, presents, and monitors the departmental budget, ensures department operates within appropriated budget.
- 4.Monitors contracts and agreements with suppliers, distributors and other organizational entities
- 5.Performs economic or business needs forecasting.
- 6.Evaluates and analyzes programs, recommends improvements and/or policy changes..
- 7.Monitors external regulatory and legal precedents effecting the operation of the division and department.
- 8.Acts as a liaison with other city departments and management personnel.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of applicable processes, techniques, and methods.

Knowledge of fiscal planning and budget preparation.

Knowledge of Federal, State, Local laws.

Knowledge of city practice, policy and procedures.

Knowledge of supervisory and managerial techniques and principles.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software applications.

Skill in data analysis and problem solving.

Skill in planning and organizing.

Ability to conduct research, identifying and analyzing trends, including root cause analysis.

Ability to work with frequent interruptions and changes in priorities.

Ability to establish and maintain effective communication and working relationships with city employees and the public

Minimum Qualifications:

Graduation from an accredited four (4) year college or university with major coursework in Business Administration, Public Administration, Planning, Economics, plus five (5) years experience in a managerial support service function, two (2) years of which were in a lead or supervisory capacity.

Masters degree may substitute for two (2) years of the required supervisory experience.

Experience may substitute for education up to the maximum of four (4) years.

Licenses and Certifications Required:

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.